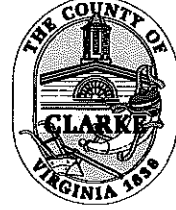


Clarke County



**PLANNING COMMISSION
SITE PLAN COMMITTEE MEETING MINUTES
WEDNESDAY, MAY 20, 2015**

A site plan committee meeting of the Planning Commission of Clarke County, Virginia, was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Wednesday, May 20, 2015.

ATTENDANCE

Robina Bouffault, Anne Caldwell, and Frank Lee

Absent: Cliff Nelson

Staff Present: Ryan Fincham, Senior Planner/Zoning Admin; and Brandon Stidham, Planning Director

Others Present: Ollie Walker, neighbor; Sarah Stern-Ollie's guest; John Staelin, Board of Supervisors; Mike Legge, Clarke County Sanitary Authority; Dan Mackay-Smith, CCSA

CALLED TO ORDER:

Staff called the meeting to order at 10:00AM.

Approval of Agenda:

The Committee voted to approve the Agenda as presented.

Yes: Bouffault (moved), Caldwell, Lee (seconded)

No: No one

Absent: Nelson

Approval of Minutes:

The Committee voted to approve the April 23, 2015 Minutes as presented.

Yes: Lee (moved), Caldwell, Bouffault (seconded)

No: No one

Absent: Nelson

Old Business Items:

None

New Business Items:

Mr. Fincham presented the revised site plan amendment submitted by Alain Borel for L'Auberge Provençale to add a bar/lounge area.

Revisions included:

- 1) All septic systems and wells on the property are shown on the site plan and indicate what portions of the establishment are served by each system and water supply.
- 2) Phase one will provide a unisex handicap additional restroom, there are no restrooms proposed in Phase two.
- 3) A signature block was added for the Health Department on the site plan.
- 4) The site plan notes that the building mounted lights at the kitchen entrance will be Dark Sky compliant with "full cut off" shielding.
- 5) The applicant agrees to comply with the health department request for written assurance of no sewage flow increases, and VDOT's request for entrance improvements.

Mr. Fincham noted that in a discussion with Mr. Borel that some asphalt work had been performed on the entrance already, and he advised Mr. Borel to be sure that he adheres to all VDOT permitting requirements and specifications.

After review of the 24' by 36" site plan and a discussion by the committee, a consensus was established that there are no other outstanding concerns other than previously noted.

Mr. Fincham presented a site plan amendment submitted by the Clarke County Sanitary Authority to relocate a driveway, water line, and landscaping features on the previously approved site plan for the new Millwood Water Tower. He explained the reason for the proposed change was the observation that the originally approved driveway would be one foot away from the neighbor's porch step. John Staelin introduced the neighbor, Mrs. Ollie Walker. Mr. Fincham reviewed the proposed changes:

- 1) The existing Elm tree will remain and be protected.
- 2) The new proposed driveway will align with the existing gates towards the middle of the lot and away from the neighboring house.
- 3) The water line is relocated accordingly to the south of the driveway.
- 4) The landscaping will be adjusted to provide buffer with the neighbor and shield the tower.

Mr. Fincham noted that VDOT is currently reviewing the site plan. The discussion of the group noted that the existing driveway used by the neighbor is currently a construction entrance also, and at final grade that driveway will be remediated into a usable driveway for the neighbor with proper gravel size and drainage patterns considered. Although owned by the CCSA, future maintenance of the driveway is the responsibility of the neighbor.

After review of the 24' by 36" site plan and a discussion by the committee, staff, and others present, the committee made the following comments:

- 1) The site plan should show adequate construction fencing around the Elm tree for protection.
- 2) The site plan should show and address the single power pole near the proposed driveway.
- 3) Be sure the drainage from the site is adequate and does not pond on the neighbor's lot.
- 4) Add a note to the site plan concerning the neighbor's driveway which is a CCSA property, "Driveway to be maintained by adjacent property owner."

A site visit will be scheduled by staff for Commissioner Caldwell and Turkel, and other Commissioners may make site visits at their discretion.

Other Business:

Mr. Stidham noted that Mr. Stearns with Verizon is sending information concerning monopolies, and he will inform the commission when the information is received.

Mr. Fincham briefed the committee that an administrative site plan amendment from T-Mobile will be approved once revisions are received, and an AT&T administrative site plan amendment was recently submitted for review.

Members agreed to meet again between the June and July Planning Commission meetings.

There being no further business to come before the Committee, the meeting was adjourned at 10:34AM.



Ryan Fincham, Clerk